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TSSG/DED-1703-69
2 July 1969

MEMORANDUM FOR All Project Officers

SUBJECT: Monthly Report for Chief, TSSG

A monthly report is to be prepared for Chief, TSSG. This report will contain significant items concerning the projects in our Division and will cover the reporting month and expected significant developments in the coming month. The report will be due in TSSG on the third working day of the month following the report month. Barbara will prepare the final report and each officer must have his contributions to her by the last working day of the reporting month. This is to include any significant items and a negative report will be possible. Significant is defined as anything that has happened concerning the R&D projects which might be considered a milestone and that the project engineers would like to have brought to the attention of management. (Brownie points.)



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Chief, Development and Engineering Division, TSSG

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